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ABSTRACT

The eighth in a series of booklets on the Macomb (Illinois) 0-3 Regional Project for rural handicapped and high risk infants and toddlers focuses on the project's accountability efforts. The first paper presents an accountability instrument which includes descriptions of location, contacts, and activities (system entry, direct services, screening/assesment/evaluation, and intraorganizational services). The second paper describes procedures for recording and coding within the system, while the final paper discusses replication of the accountability system, which was found to be useful beyond providing mere cost figures. (CL)

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macomb 0-3 regional project

rural child-parent service

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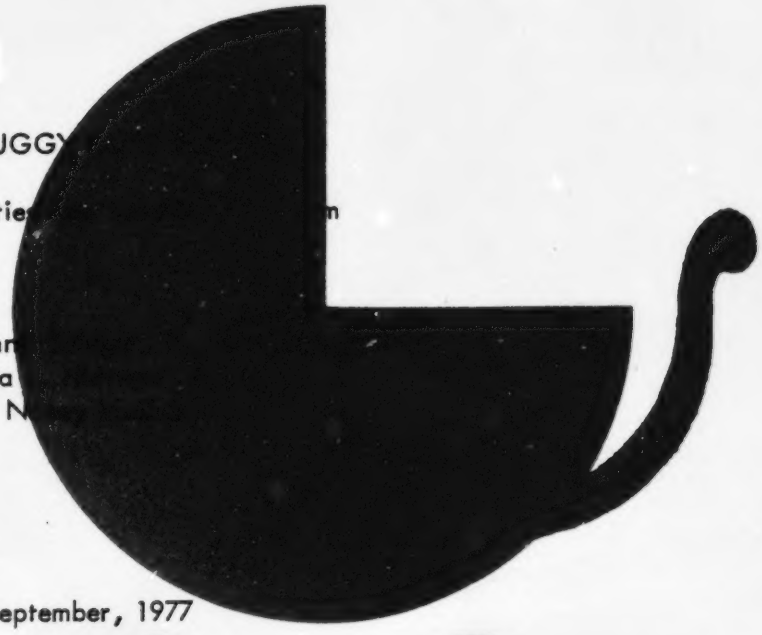

BABY BUGGY

Staff Activities

Denn
Patricia
N

September, 1977

EC122408

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USOE-BEH Grant No. G00-75-00234 Project No. 44 AH 50417

The Staff Activities Accountability Program (SAAP) was developed by the Macomb 0-3 Regional Project during its second or demonstration year. It consists of an adaptation of the Cost Accounting and Accountability program conceived by Dr. William Gingold and his staff at the Southeast Mental Health and Retardation Center, Fargo, North Dakota. Categories were added and/or deleted according to the specific needs of the Macomb Project staff.

Originally, the SAAP program was intended as a cost accountability instrument. It soon became apparent, however, that many additional benefits were to be gained from such a broad spectrum evaluation tool. Accountability of staff members' time spent on the job each day results in significant and often surprising information when analyzed. Certainly it has proved to be an effective instrument for determining specific job descriptions and duties among the various staff members, based on past behaviors. From the director's point of view, the SAAP program print-outs yield a comprehensive overview of the entire project, including percentage of time spent on delivery of services, dissemination, writing and editing, administrative activities, evaluation, in-service, etc.

PROCEDURES FOR FILLING OUT WEEKLY EVENT RECORD

1. Please fill out carefully for each week. Data obtained may be used for accountability purposes, staff evaluation, cost accounting, etc.

2. Date: Note the order indicated (e.g., 77-10-03).

3. Contacts: Indicate briefly the general category under which the entry falls. Category is to be determined by the function performed by the individual during the time of contact. (E.g., talking with a physician would be listed under "Professional helping services;" interaction with faculty from speech clinic, unless consulting on a specific topic, would be listed under "university personnel.")

4. Activity Code: There are five general activity categories. Please consult your list to see how to code the activity in which you engaged.

5. Time: Time spent on a given activity should be divided into hours and minutes. Common sense whould apply here in determining how the day was spent. (E.g., if several phone calls were made within the same category, the time spent should be consolidated into one entry.)

6. Attend: This entry refers simply to the number of persons in attendance, excluding yourself. It will not apply, obviously, to every single activity. Four digits are allotted. (E.g., 0001 if one other person was in attendance, 0000 if not applicable.)

7. Location: The place where a given activity was engaged in defines this entry. Note that a distinction is made not only by exact location, but also by county.

8. Staff ID#: A code number will be assigned to each member of the staff.

9. Description of Activity or Contact: This column is primarily for your own records and will not be coded. Jot down the context of your activity or anything of significance to you.

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CODE LIST AND CODING - LOCATION

001 Grant office
002 YMCA - Macomb
003 YMCA - other
004 Church - McDonough County
005 Church - Fulton County
006 Church - Hancock County
007 Community Building - McDonough County
008 Community Building - Fulton County
009 Community Building - Hancock County
010 Home - McDonough County
011 Home - Fulton County
012 Home - Hancock County
013 University
014 County office building - McDonough County
015 County office building - Fulton County
016 County office building - Hancock County
017 State office building
018 Hospital - McDonough County
019 Hospital - Fulton County
020 Hospital - Hancock County
021 Doctor's office - McDonough County
022 Doctor's office - Fulton County
023 Doctor's office - Hancock County
024 Conference, workshop, visitation site (in-state)
025 Conference, workshop, visitation site (out-of-state)
026 Commercial or business site
027 Mobile unit - as site (home visit, sharing center, maintenance)
028 Home of staff member (used as office)
029 In transit (mobile unit, personal car, state car
030 Not applicable
031 Nursing Home - McDonough County
032 Nursing Home - Fulton County
033 Nursing Home - Hancock County
034 Day care center - McDonough County
035 Day care center - Fulton County
036 Day care center - Hancock County
037 Out-of-state dissemination site
038 In-state dissemination site

CODE LIST AND CODING - CONTACTS

001 University personnel
002 State agencies
003 Federal agencies
004 Community organizations
005 Consultants
006 Suppliers
007 Professional helping services
008 Schools
009 Day Care centers, nursery schools
010 Media
011 0-6 Projects
012 Private organizations
013 Religious organizations
014 Project Staff
015 Families (collectively)
016-095 Individual Families
096 University students
097 Advisory Council
098 Other
099 Not Applicable
100, etc. Individual Families

CODE LIST AND CODING - ACTIVITIES

System Entry (1-99)

001 Contact
002 Initial visit
003 Referral
004 Locating referral

Direct Services (100-199)

101 Referral to other agencies
102 Home visit
103 Collateral interviews
104 Attempted home visit
105 Sharing centers
106 Parent study groups
107 Informal study groups
111 Water activities
112 Transportation

Screening/Assessment/Evaluation (200-299)

203 Diagnostic evaluation - Alpern-Boll, Uzgiris-Hunt, or REEL
204 Speech-language evaluation
206 Hearing evaluation
207 Vision evaluation
208 Physical evaluation
211 Computer evaluation
212 Comprehensive diagnostic evaluation
213 Staff evaluation
214 Parent evaluation

Intra-organizational Services (300-399)

301 Administrative meeting - Project
302 Administrative meeting - university (or supportive agency)
303 Direct service staff meeting
304 Project-sponsored staff training/education meeting (classes)
305 Discussion participation (interaction with other staff members)

306 Advisory Board meeting
307 Staffing (case conference)
308 Program planning
309 Program evaluation
310 Research
311 Materials preparation
312 Materials review
314 Curriculum development
315 Client-related administration
316 Program-related administration - reading
317 Supervision
318 Meeting with supervisor
319 Writing
320 Record keeping for Project - coding
321 Bookkeeping
322 Purchasing materials
323 Local travel
324 Out-of-area travel
325 Sick leave
326 Annual leave/vacation
327 In-service (non-Project sponsored)
328 Holidays
329 Other intra-organizational services
330 Room and toy cleanup
331 Mobile unit maintenance
332 Intra-university communication
333 Correspondence (letter-writing)
334 Grant preparation activities
335 General office work
336 University-related forms
337 Production of toys and related materials
338 Transcribing
339 Activities related to hiring personnel
340 A-V materials development
341 0-6 dissemination
342 Any activity related to continuation and/or replication

Community Services (400-499)

401 Client-centered consultation
402 Non-client-centered consultation
403 Public information dissemination
404 Educational workshop

405 Collaboration with other professionals
406 Meeting with visitor
407 Meeting with consultants
410 Student supervision
411 Dissemination materials preparation
412 Organizational meetings
413 Other community services

DEFINITIONS FOR CODES

Contacts

001 University personnel - administrators, faculty, secretaries, students

002 State agencies - Child and Family Services, Homemakers, Public Health Department, Vocational Rehabilitation

003 Federal agencies - HEW, BEH, TADS

004 Community organizations - Elks, Kiwanis, Rotary, service groups, Red Cross, Interagency Councils

005 Consultants - Any paid person with definite skills or expertise in a given area who is called upon to share this expertise with the Project staff.

006 Suppliers - Any personnel involved in making arrangements for or actually engaging in the purchase of supplies, equipment, or any commodities needed for the Project

007 Professional helping services - Any professional engaged in delivery of helping services to individuals - e.g., doctors, nurses, pharmacists, physical therapists, occupational therapists, social workers, psychologists, speech therapists, etc.

008 Schools - Any personnel connected with formalized school systems-- administrators, teachers, special teachers, secretaries, aides, school psychologists, board members, etc. (Special Education Co-op)

009 Day care centers, nursery schools - Any personnel connected with formalized day care centers or nursery schools.

010 Media - Any contacts with press, radio, t.v., etc.

011 0-6 Projects - Any contacts with other projects dealing with children ages zero to six.

012 Private organizations - United Cerebral Palsy (UCP), Division of Services for Crippled Children (DSCC), etc.

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013 Religious organizations - Any contacts with clergy or related staff of a religious organization.

014 Project staff members

015 Project families (collectively)

016- Individual families (names confidential)
095

096 University students

097 Advisory Council

098 Other - Any individuals requesting information ,etc., independent of any of the above categories.

099 Not Applicable

100- Individual families (names confidential)
etc.

Activities

System Entry (1-99)

001 Contact - Letter, face-to-face communication, or phone call with parent or caretaker to set up initial visit.

002 Initial Visit - A face-to-face interaction with the parents to explain the program, observe the child, and present forms to be signed.

003 Referral - Acquisition of information about a possible client by telephone, by site visit, by correspondence, etc. (two-way communication) ✓

004 Locating referral - time spent in attempting to find prospective family.

Direct Services (100-199)

101 Referral to other agencies - Provide appropriate information on direct services and, if appropriate, provide the referral to other agencies and individuals which would provide appropriate services to a client and/or his family.

102 Home visit - Provide direct services through home visits. This may take the form of communication, education, counseling, observation of both child and parent.

103 Collateral interviews - Contact with persons, relatives or collaborants who are significant members of the individual's constellation of relationships. The focus of the interview is on how the family member or collaborant can relate more helpfully to the specific individual.

104 Attempted home visit - "no show" by Project family.

105 Sharing centers - One to one and one-half hour interaction with parents, children, and siblings in home, mobile unit, or neutral setting. Includes set-up and clean-up.

106 Parent study groups - Organized meetings called to discuss, demonstrate, and/or educate parents on specific issues.

107 Informal study groups - held during sharing centers.

111 Water activities - Any activity (exclusive of transportation) related to conducting the water activities program.

112 Transportation - Actual transporting of families for evaluations, to sharing centers, study groups, water activities program, etc.

Screening/Assessment/Evaluation (200-299)

203 Diagnostic evaluation - Administration of Alpern-Boll, Uzgiris-Hunt, or REEL to child in the program.

205 Speech-language evaluation - Evaluating the speech and language abilities and deficits of children to assist in programming. This includes attendance at such an evaluation with the family.

206 Hearing evaluation - Evaluation of hearing modality to determine appropriate instructional modes. This includes attendance at such an evaluation with the family.

207 Vision evaluation - Evaluation of vision modality to determine appropriate instructional modes. This includes attendance at such an evaluation with the family.

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September, 1977

208 Physical evaluation - Evaluation of the physical functioning of child by a physician and/or other medically delegated individual (P.T., O.T.). This includes attendance at such an evaluation with the family.

211 Computer evaluation - Any activity related to keypunching, loading, print-outs, and programming of computer.

212 Comprehensive diagnostic evaluation (Allied Agencies, pre-school screening, DSCC)

213 Staff evaluation - videotaping, observation, and critiquing of individual staff member - includes conference.

Intra-organizational Services (300-399)

301 Administrative meeting (Project) - Communication pertaining to Project planning and maintenance.

302 Administrative meeting (university) - A meeting primarily for communication which pertains to departmental and university concerns relating to the Project.

303 Direct Service staff meeting - self-explanatory.

304 Project-sponsored staff training/education meeting - In-service training experience specifically established for teaching purposes aimed at improving staff skills and competence. May involve orientation of new staff members to various program activities and functions.

305 Discussion participation - Staff interaction with other Project staff sharing information and ideas.

306 Advisory Board meeting - Time devoted to all the interactions occurring before, during, or after recognized Advisory Board meetings concerning policy and direction of grant operation.

307 Staffing (case conference) - A formal discussion involving staff members from two or more agencies during which the case of a particular individual or client is of concern.

308 Program planning - Preparation and establishment of program objectives, setting goals, objectives, timelines, etc.

309 Program Evaluation - Process of reviewing and evaluating program goals and accomplishments through quantitative and qualitative methods - analysis of data.

310 Research - Coordination and implementation of activities designated as research which are based on a predetermined systematic research design.

311 Materials preparation - The preparation by staff of instructional materials for home visits, sharing centers, water activities, and parent study groups. Includes gathering, cataloging and labeling toys.

312 Materials review - Review (reading) of instructional materials.

314 Curriculum development - Any activity related to the planning, coordination, and implementation of curriculum sequences and/or scopes that are not presently in operation. This may also include the review of existing curricula for revision considerations.

315 Client-related administration - All records maintained after families are in the Project. Includes phone calls to families, activity plans for CDS.

316 Program-related administration - The review (reading) of materials and administration related directly to program scope and sequence. Includes development of forms, telephone calls, etc., formulation of agendas.

317 Supervision - Time spent by supervisor in conversation with staff members. Content may involve performance and assignment of tasks, problem-solving.

318 Meeting with supervisor - Discussion of performance, tasks, and problem-solving with one's supervisor.

319 Writing - Activities associated with preparation of speeches, papers for conferences, professional meetings, journal articles.

320 Record-keeping - Ongoing data maintenance for existing Project forms and/or records, including coding, mileage and contact logs, monthly family service.

321 Bookkeeping - The record-keeping of fiscal accounts related to budget maintenance.

322 Purchasing materials - The act of reviewing purchasing options and carrying out the act of purchase.

323 Local travel - Program-related travel locally (within target area).

324 Out-of-area travel - All travel outside of geographically defined area to which program is providing services (Iowa).

325 Sick leave - Absence from work because of illness, death in family.

326 Annual leave/vacation - Absence from work while on vacation.

327 In-service (non-Project sponsored) - Includes conferences, workshops, visitations to other programs, university courses, etc.

328 Holidays

329 Other intra-organizational services - Travel arrangements.

330 Room and toy clean-up - All activities related to cleaning up office and materials.

331 Mobile Unit maintenance - All activities related to operating and maintaining mobile unit.

332 Intra-university communication - Time spent in communicating with personnel and/or various departments throughout the university. Includes face-to-face contacts, phone calls, memos.

333 Correspondence - All letter-writing.

334 Grant preparation activities - All activities related to preparation of grants (proposals, progress reports) - includes writing, proofreading, xeroxing, collating.

335 General office work - routine typing, sorting of mail, filing.

336 University-related forms - travel vouchers, service requests, etc.

337 Production of toys and related materials - relates to the actual <u>making</u> of toys and materials

338 Transcribing from dictation - self-explanatory.

339 Activities related to hiring personnel - forms, interviews, correspondence.

340 A-V materials development - slides, presentations, pictures, etc.

341 0-6 dissemination - Any activity related to 0-6 grant.

342 Any activity related to continuation and/or replication - Any activity related to dissemination/Outreach

Community Services (400-499)

401 Client-centered consultation - Discussion with another professional or person regarding a client.

402 Non-client-centered consultation - conducted by the Project staff for the growth and development of people outside the program.

403 Public information dissemination - A one-way educational process of importing knowledge to and changing attitudes of the general public. It includes speeches, presentations, educational campaigns, and routine responses to requests for information.

404 Educational workshop - A workshop given by any staff member of the Project.

405 Collaboration with other professionals - Interaction and/or collaboration with other professionals on specific tasks that are non-client-related (Interagency councils, task forces, etc.).

406 Meeting with visitor - Hosting a visitor to the program.

407 Meeting with consultants - Hosting consultant who is a visitor to the program.

410 Student supervision - Supervise students who are providing volunteer service or are meeting practicum and/or internship experiences.

411 Dissemination materials preparation - Preparation of written materials for activities related to dissemination purposes (brochures, pamphlets, Baby Buggy papers, newsletter, etc.).

412 Organizational meetings - Participation in organizational (initial) meetings occurring in the community which directly affect program.

413 Other community service - All other services not covered by the above codes.

SAMPLE

Weekly Event Record

Macomb 0-3 Regional Project

Week of 1/9/78 - 1/16/78

Staff Person 07

Date Yr-Mo-Day	Contacts	Activity Code	Time Hrs	Time Mins	Attend	Location	Staff ID#	Description of Activity and Comments
78-1-9	099	311	-	15	0000	001	07	Gather toys in office
78-1-9	099	323	3	20	0000	029	07	Travel
78-1-9	028	102	-	45	0003	012	07	Home visit - Hancock Cty.
78-1-9	099	315	-	20	0000	001	07	Compile records for schools
78-1-9	014	305	-	25	0003	001	07	Discussion with staff
78-1-10	092	010	-	35	0002	010	07	Home visit- McDonough Cty.
78-1-10	099	320	-	35	0000	001	07	Coding
78-1-11	099	330	-	20	0000	001	07	Gather & unpack toys
78-1-11	059	208	-	30	0004	012	07	Eval in home with O.T.(Hand cock)
78-1-11	015	315	-	45	0003	001	07	Phone calls to parents about sharing center
78-1-12	014	301	1	30	0005	001	07	Staff meeting
78-1-12	014	304	-	20	0003	013	07	View Burton White training videotape - in office
78-1-12	099	315	2	-	0000	001	07	Formulate activity plans
78-1-13	099	336	-	35	0000	001	07	Figure monthly mileage
78-1-13	006	322	-	45	0000	026	07	Buy supplies in McDonough County store
78-1-13	096	410	-	25	0001	001	07	Work with speech graduate student

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Macomb 0-3 Regional Project
Rural Child/Parent Service
27 Horrabin Hall
Western Illinois University
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Staff Activiti m
(Re

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April, 1978

Project Direct r: Patricia L. Hutinger, Ed.D.

College of Education • 27 Horrabin Hall • Western Illinois University
Phone: 309-298-1634 or 309-298-1072
USOE-BEH Grant No. G00-75-00234 Project No. 44 AH 50417

The Staff Activities Accountability Program (SAAP) was developed by the Macomb 0-3 Regional Project during its second or demonstration year. It consists of an adaptation of the Cost Accounting and Accountability program conceived by Dr. William Gingold and his staff at the Southeast Mental Health and Retardation Center, Fargo, North Dakota. Categories were added and/or deleted according to the specific needs of the Macomb Project staff.

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Procedures for Filling Out Weekly Event Record

1. Please fill out carefully for each week. Data obtained may be used for accountability purposes, staff evaluation, cost accounting, etc.

2. Date: Note the order indicated (e.g., 77-10-03)

3. Contacts: Indicate briefly the general category under which the entry falls (e.g., talking with Dr. Chen would be listed under "Professional helping services").

4. Activity Code: There are five general activity categories. Please consult your list to see how to code the activity in which you engaged.

5. Time: Time spent on a given activity should be divided into hours and minutes. Common sense should apply here in determining how the day was spent. (E.g., if several phone calls were made to the same contact, the time spent should be consolidated into one entry.)

6. Attend: This entry refers simply to the number of persons in attendance, excluding yourself. It will not apply, obviously, to every single activity. Leave blank if not applicable.

7. Location: The place where a given activity was engaged in defines this entry. Note that a distinction is made not only by exact location, but also by county.

8. Staff ID#: A code number will be assigned to each member of the staff.

9. Desctiption of Activity or Contact: This column is primarily for your own records and will not be coded. Jot down the context of your activity or anything of significance to you.

Code List and Coding - Contacts

001 University (or agency) personnel
002 State agencies
003 Federal agencies
004 Community organizations
005 Consultants
006 Supplier
007 Professional helping services
008 Schools
009 Day care centers, nursery schools
010 Media
011 0-6 Projects
012 Private organizations
013 Religious organizations
014 Project staff
015 Families (collectively)
016-097 Individual families
098 Other
099 Not applicable

Code List and Coding - Location

001 Grant office
002 Schools
003 University
004 Church
005 Community Building
006 Home
007 YMCA
008 County office building
009 State office building
010 Commercial or business site
011 Hospital
012 Doctor's office
013 Nursing home
014 Day Care Center
015 Convention, workshop, in-service visitation (in-state)
016 Convention, workshop, in-service visitation (out-of-state)
017 Mobile unit
018 In transit (mobile unit, personal car, state car)
019 Home of staff member (used as office)
020 Not applicable

Code List and Coding - Activities

System Entry (1-99)

001 Referral
002 Locating referral
003 Contact
004 Initial visit

Direct Services (100-199)

101 Referral to other agencies
102 Home visit
103 Collateral interviews
104 Attempted home visit
105 Sharing centers
106 Parent study groups
107 Informal study groups
108 Water activities
109 Transportation

Screening/Assessment/Evaluation (200-299)

201 Diagnostic evaluation
202 Speech-language evaluation
203 Hearing evaluation
204 Vision evaluation
205 Physical evaluation
206 Comprehensive diagnostic evaluation (i.e., Allied Agencies)
207 Staff evaluation
208 Parent evaluation
209 Computer evaluation

Intra-Organizational Services (300-399)

301 Administrative meeting - project (staffing)
302 Administrative meeting - university or supportive agency
303 Direct service staff meeting
304 Staff training/education meeting (classes)
305 Discussion participation (interaction with other staff members)

306 Advisory Board meeting
307 Staffing (case conference)
308 Program planning
309 Program evaluation
310 Research
311 Materials preparation (instructional) - gathering materials
312 Materials review (instructional) - reading
313 Curriculum development
314 Client-related administration
315 Program-related administration
316 Supervision
317 Meeting with supervisor
318 Writing
319 Record keeping for project - coding
320 Bookkeeping
321 Purchasing materials
322 Local travel
323 Out-of-area travel
324 Sick leave
325 Annual leave/vacation
326 In-service (non-Project sponsored)
327 Other leave time
328 Other intra-organizational service
329 Room and toy cleanup
330 Mobile unit maintenance
331 Intra-university or intra-agency communication
332 Correspondence (letter-writing)
333 Activities related to preparation of written materials (grants, etc.)
334 General office work
335 University or agency forms
336 Production or toys and related materials
337 Transcribing
338 Activities related to hiring personnel
339 A-V materials development

Community Services (400-499)

401 Client-centered consultation
402 Non-client-centered consultation
403 Public information dissemination
404 Educational workshop
405 Collaboration with other professionals
406 Meeting with visitors
407 Meeting with consultants

408 Serving as consultant
409 Technical assistance/training
410 Student paraprofessional, or aide supervision
411 Dissemination materials preparation
412 Organizational meetings
413 Other community services

Definitions for Codes

Contacts

001 University personnel - administrators, faculty, secretaries, students.

002 State agencies - Child and Family Services, Homemakers, Public Health Department, Vocational Rehabilitation.

003 Federal agencies - HEW, BEH, TADS.

004 Community organizations - Elks, Kiwanis, Rotary, service groups, Red Cross.

005 Consultant - Any person with definite skills or expertise in a given area who is called upon to share this expertise with the project staff.

006 Suppliers - Any personnel involved in making arrangements for or actually engaging in the purchase of supplies, equipment, or any commodities needed for the project.

007 Professional helping services - Any professional engaged in delivery of helping services to individuals - e.g., doctors, nurses, pharmacists, physical therapists, occupational therapists, social workers, psychologists, speech therapists, etc.

008 Schools - Any personnel connected with formalized school systems-- administrators, teachers, special teachers, secretaries, aides, school psychologists, board members, etc.

009 Day care centers, nursery schools - Any personnel connected with formalized day care centers or nursery schools.

010 Media - Any contacts with press, radio, t.v., etc.

011 0-6 Projects - Any contacts with other projects dealing with children ages zero to six.

012 Private organizations - United Cerebral Palsy (UCP), Crippled Children's Services, etc.

013 Religions organizations - Any contacts with clergy or related staff of a religious organization.

014 Project staff members

015 Project families (collectively)

016-097 Individual families (names confidential)

098 Other - Any individuals requesting information, etc., independent of any of the above categories.

099 Not applicable

Activities

System Entry (1-99)

001 Referral - Acquisition of information about a possible client by telephone, by site visit, by correspondence, and any other communication mode.

002 Locating referral - Time spent in attempting to find prospective family.

003 Contact - Letter, face-to-face communication, or phone call with parent or caretaker to set up initial visit.

004 Initial visit - A face-to-face interaction with the parents to explain the program, observe the child, and present forms to be signed.

Direct Services (100-199)

101 Referral to other agencies - Provide appropriate information on direct services and, if appropriate, provide the referral to other agencies and individuals which would provide appropriate services to a client and/or his family.

102 Home visit - Provide direct services through home visits. This may take the form of communication, education, counseling, observation of both child and parent.

103 Collateral interviews - Contact with persons, relatives or collaborants who are significant members of the individual's constellation of relationships. The focus of the interview is on how the family member or collaborant can relate more helpfully to the specific individual.

104 Attempted home visit - "no show" by Project family.

105 Sharing centers - One to one and one-half hour interaction with parents, children, and siblings in home, mobile unit, or neutral setting. Includes set-up and clean-up.

106 Parent study groups - Organized meetings called to discuss, demonstrate, and/or educate parents on specific issues.

107 Informal study groups - held during sharing centers.

108 Water activities - Any activity (exclusive of transportation) related to conducting the water activities program.

109 Transportation - Actual transporting of families for evaluations, to sharing centers, study groups, water activities program, etc.

Screening/Assessment/Evaluation (200-299)

201 Diagnostic evaluation - Administration of standardized test or developmental check list to child in the program.

202 Speech-language evaluation - Evaluating the speech and language abilities and deficits of children to assist in programming. This includes attendance at such an evaluation with the family.

203 Hearing evaluation - Evaluation of hearing modality to determine appropriate instructional modes. This includes attendance at such an evaluation with the family.

204 Vision evaluation - Evaluation of vision modality to determine appropriate instructional modes. This includes attendance at such an evaluation with the family.

205 Physical evaluation - Evaluation of the physical functioning of child by a physician and/or other medically delegated individual. This includes attendance at such an evaluation with the family.

206 Comprehensive diagnostic evaluation (Allied Agencies, preschool screening)

207 Staff evaluation - videotaping, observation, and critiquing of individual staff members - includes conference.

208 Parent evaluation - videotaping, observation, administration of Parent Satisfaction Questionnaire.

209 Computer evaluation - Any activity related to keypunching, loading, print-outs, and programming of computer.

Intra-organizational Services (300-399)

301 Administrative meeting (project) - Communication which pertains to project planning and maintenance--staff meetings.

302 Administrative meeting (university) - A meeting primarily for communication which pertains to departmental and university concerns relating to the Project.

303 Clinical meeting - Meeting primarily for communication pertaining to clinical maintenance of individuals and/or groups and/or services.

304 Staff training/education meeting - In-service training experience specifically established for teaching purposes aimed at improving staff skills and competence. May involve orientation of new staff members to various program activities and functions. Also includes university courses and visitations to other projects.

305 Discussion participation - Staff participation with other organizational staff in a situation established for sharing information and ideas around non-administratively related subjects.

306 Advisory Board meeting - Time devoted to all the interactions occurring before, during, or after recognized Advisory Board meetings concerning policy and direction of grant operation.

307 Staffing (case conference) - A discussion involving two or more program staff persons during which the case of a particular individual or client is of concern.

308 Program planning - Preparation and establishment of program objectives, preparing materials and presentations. Setting goals, objectives, timelines, etc.

309 Program evaluation - Process of reviewing and evaluating program goals and accomplishments through quantitative and qualitative methods.

310 Research - Coordination and implementation of activities designated as research which are based on a predetermined systematic research design.

311 Materials preparation (instructional) - The preparation by staff of instructional materials to assist in the implementation of appropriate programs. (Home visit, sharing center, and swim preparation)

312 Materials review (instructional) - Review of potential instructional materials which may be considered as a learning activity and/or an exploratory activity for adoption consideration.

313 Curriculum development - The planning, coordination and implementation of curriculum sequences and/or scopes that are not presently in operation. This may also include the review of existing curricula for revision considerations.

314 Client-related administration - All records maintained after families are in the Project. Includes phone calls to families, activity plans for CDS.

315 Program-related administration - The review (reading) of materials and preparation of appropriate records and other administration related directly to program scope and sequence. Includes development of fomrs, telephone calls, etc., formulation of agendas.

316 Supervision - Time spent by supervisor in conversation with staff members. Content may involve performance and assignment of tasks, problem-solving.

317 Meeting with supervisor - Discussion of performance, tasks, and problem-solving with one's supervisor.

318 Writing - Activities associated with preparation of speeches, papers for conferences, professional meetings, journal articles, grant proposals, etc.

319 Record keeping - Ongoing data maintenance for existing forms and/or records, including coding.

320 Bookkeeping - The record keeping of fiscal accounts related to budget management.

321 Purchasing materials - The act of reviewing purchasing options and carrying out the act of purchase.

322 Local travel - Program-related travel locally (within target area).

323 Out-of-area travel - All travel outside of geographically defined area to which program is providing services.

324 Sick leave - Absence from work because of illness.

325 Annual leave/vacation - Absence from work on pre-arranged vacation.

326 In-service (non-Project sponsored) - Attendance at professional conferences, meetings, conventions, workshops, and other previously approved activities.

327 Other leave time - to be specified.

328 Other intra-organizational services - travel arrangements.

329 Room and toy clean-up - All activities related to cleaning up the instructional/ treatment space.

330 Mobile unit maintenance - All activities related to operating and maintaining mobile unit.

331 Intra-university communication - Time spent in communication with personnel (memos, phone calls, face-to-face) and/or various departments throughout the university or funding agency.

332 Correspondence (letter writing)

333 Activities related to preparation of written materials - includes proofreading, xeroxing, collating.

334 General office work - typing, filing, sorting mail, etc.

335 University or agency-related forms - travel vouchers, mileage, warranty checks, requisitions, etc.

336 Production of toys and related materials - sewing, knitting, crocheting, woodworking, painting, etc.

337 Transcribing - self-explanatory.

338 Activities related to hiring personnel - forms, interviews, correspondence.

339 A-V materials development - Slides, presentations, pictures, etc.

Community Services (400-499)

401 Client-centered consultation - Discussion with another professional or person regarding a client.

402 Non-client-centered consultation - Conducted by the Project staff for the growth and development of people from outside the program.

403 Public information dissemination - A one-way educational process of imparting knowledge to and changing attitudes of the general public. It includes speeches and lectures, both planned, educational campaigns, and routine responses to requests of information.

404 Educational workshop - A workshop given by any staff member of the Project.

405 Collaboration with other professionals - Interaction and/or collaboration with other professionals on specific tasks that are non-client related.

406 Meeting with visitors - Hosting a visitor to the program.

407 Meeting with consultants - Same as above but applies only to consultants.

408 Serving as consultant - self-explanatory.

409 Technical Assistanct/Training - Provide specific training and technical assistance that is determined by prearranged contractual arrangement outlining all objectives, procedures, and evaluation activities.

410 Student, paraprofessional, or aide supervision - Supervise personnel who are providing volunteer service or are meeting practicum and/or internship experiences.

411 Dissemination materials preparation - Preparation of materials for activities related to dissemination purposes.

412 Organizational meetings - Participation in organizational (initial) meetings occurring in the community which directly affect program.

413 Other community service - All other services not covered by the above codes.

Weekly Event Record

Macomb 0-3 Regional Project

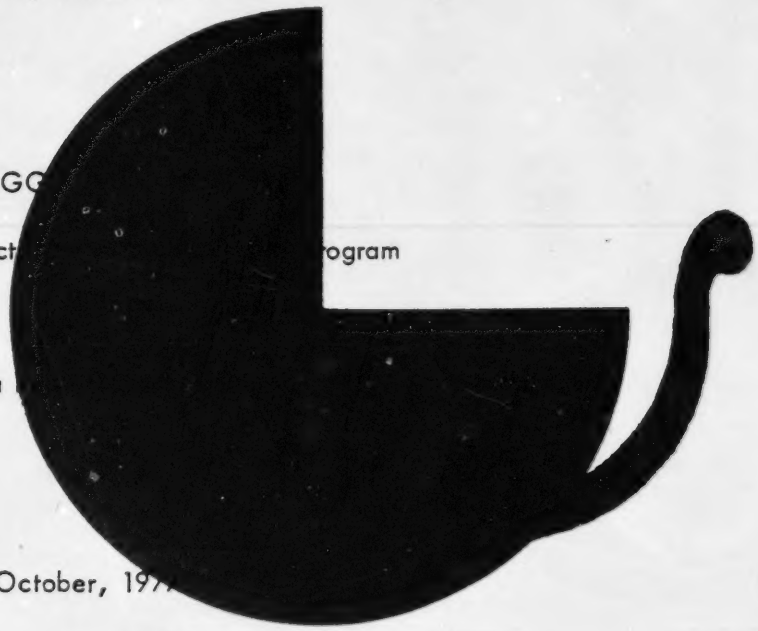
Week of _____ Staff Person _____

Date Yr-Mo-Day	Contacts	Activity Code	Time Hrs	Time Mins	Attend	Location	Staff ID#	Description of Acrivity and Comments

macomb 0-3 regional project

rural child-parent service

Macomb 0-3 Regional Project
Rural Child/Parent Service
27 Horrabin Hall
Western Illinois University
Macomb, Illinois 61455



BABY BUGG

Using the Staff Act ogram

Patricia

October, 197

College of Education • 27 Horrabin Hall • Western Illinois University
Phone: 309-298-1634 or 309-298-1072
USOE-BEH Grant No. G00-75-00234 Project No. 44 AH 50417

The Staff Activities Accountability Program (SAAP) outlined in this paper is intended to be used in conjunction with Baby Buggy Paper No. 152, which classifies a series of activities most frequently used by the staff members of the Macomb 0-3 Rural Child/Parent Service. The SAAP program was adapted from the work of Bill Gingold, Southeast Mental Health and Retardation Center, Fargo, North Dakota. This paper may also prove helpful when used in conjunction with Baby Buggy Paper No. 154, a replication edition of the SAAP program which contains categories of a more general nature.

The purpose of the present paper is to provide information on procedures necessary to implement SAAP. Included are procedures for recording and coding, as well as suggestions for initiating such a program. Samples of a recording sheet, several different breakdowns of data, and the computer program for entering data are also included.

Specific categories include Contacts, or individuals with whom a particular staff person is involved in a specific activity. Locations are also noted. Included among these are hospitals and schools in various counties, as well as family homes. An adaptation of the program might include other locations to make it specific for a particular project or organization. A third category is that of Activities. The activities consist primarily of four major divisions involving direct work with children, evaluation, various interagency operations, and intra-agency community work (a comprehensive categorization which includes all activities from dissemination to specific work for home visits).

One of the advantages of this kind of breakdown is the capability for many kinds of information to be pulled from the stored data bank. Using a cross-break (or cross-tab) computer program such as SPSS (Statistical Package for the Social Sciences), it is possible to find staff member by location by activity, or staff member by time by contact. Any number of combinations of desired information may be pulled from the data using this particular technique with computer analysis. Samples of such data may be found at the end of this paper.

Recording and Coding Procedures

The system for coding is kept as simple as possible. The staff member records approximately how much time he or she spends on a particular activity. This may be as little as five minutes or as much as eight hours. An effort has been made to include all the activities in which a staff member engages in order to determine costs for particular kinds of activities. For example, a record is kept of the number of hours each staff member spends with each client. The hours spent on computer evaluation (the keypunching and running various programs to analyze the data and the storage) are also documented. Rather than designing

general categories which subsume a number of different activities, the Macomb 0-3 Project staff has chosen to discriminate among fairly minute segments of activities. It is the opinion of one of the co-directors that this technique provides more detailed information which is needed in order to find out what kinds of things people in infant projects do, how much time they spend, with whom they engage in these activities, and the cost of such a program. The cost analysis results as a final product after all staff members in the 0-3 Project record their activities on a daily basis and the data are analyzed.

It is desirable for each staff member to record activities day by day since emphasis is put on the amount of time the staff member spends on the various activities. These records are only as accurate as the recording of the individuals involved. If faulty information is processed, the result is also faulty. For example, if someone waits until the end of the week to do the recording for an entire week, the estimates on how much time was spent on particular activities is apt to be quite inaccurate and render the data useless for most practical purposes as well as for scientific exploration of the data.

Routine procedure calls for staff members to turn their recording sheets in to the Project coordinator each Monday. One of the Project staff members then keypunches each entry on each person's sheet onto a set of computer cards. This information is then stored in a bank of computer data. It can be called either by using a computer terminal or the cards can be run in the computer center. A standard prepackaged program such as SPSS cross-tabs or breakdown can be used easily to determine various activities. When progress reports are due, it is quite simple to go to the computer bank of stored data related to staff activities to determine the number of hours that are spent with particular clients in terms of specific activities. One can easily find how many hours staff member 02 spent with family 072 in home visits, sharing centers, or in evaluation activities.

Evaluation activities are not completely enumerated in this particular program because some evaluation activities are not performed by our staff. It is important to remember that the SAAP program involves only staff activities. For example, when a child is taken by the parent to the speech center for an evaluation, that activity does not show up on the staff member's activity sheet. In instances such as this, other recorded information must be researched in order to find out how many hours were spent in evaluative activities with a particular child. In other words, one can find out how many hours a staff member spent in evaluation, but not how many hours someone else spent in evaluating a child in a particular program. It is conceivable that this kind of information could readily be built into another program.

Recording the SAAP activities takes approximately 45 to 60 minutes per week per staff member. In the beginning, recording all information in the various categories of the SAAP program seems a cumbersome activity. Once the staff learns the coding system, the next step involves a mutual agreement as to the

categorization of common activities. This can be somewhat of a problem. For instance, one staff member may code a staff in-service as a conference while another may code it as a staff in-service. If this type of ambiguous coding takes place over a protracted period of time, the data produced are inaccurate and do not reflect a precise picture of what occurs in the Project. The problem of varied interpretations of specific activities can be reduced to a minimum by staff meetings at which confusion and doubts are dispelled by a consensus of the staff members involved in particular activities. Once mutual understanding and familiarity with the coding system have been achieved, the task of daily coding becomes far less burdensome.

Initiating a Staff Activities Accountability Program

To begin using a program like SAAP, a project or organization might adopt the Macomb 0-3 Project's categories or make use of the categories contained in the replication edition as a basis for fashioning an individualized program suitable to the organization's own needs. Note that every activity, contact, etc., is numbered in order that it can be stored in the computer and pulled out on demand. Rather than using names, the computer uses numbers; consequently, particular activities or contacts must be identified with particular numbers. In developing categories or deciding whether to use those already in existence, it it necessary to involve staff members so that the category system accurately reflects a particular project. Staff should define each category and then develop recording form sheets. The mimeographed form used by the Macomb 0-3 Project is found at the back of this Baby Buggy Paper.

When initiating a program such as SAAP, it is suggested that an in-service be held to explain the recording system. At this time questions may be asked, problems worked out, and relevant changes made. A sample copy of one person's weekly records might be presented to the group for discussion. Probably the first two or three weeks that a staff uses the SAAP program, recordings may not be accurate enough to provide the information that is ultimately desired. One staff member should check sheets as they come in and be available to answer questions. Problems invariably arise because it is nearly impossible to think of all the things one needs to know ahead ot time. Patience, perseverance, and trial-and-error, however, should result in the formulation and implementation of a uniquely tailored Staff Activities Accountability Program.